

Napa-Vallejo Waste Management Authority

City of American Canyon
City Council Meeting Chambers
4381 Broadway Street, Ste 201 - American Canyon, CA 94503



NAPA-VALLEJO WASTE
MANAGEMENT AUTHORITY

Agenda - Final

Thursday, February 13, 2025

10:00 AM

Napa-Vallejo Waste Management Authority

Mary Luros, Chair
Andrea Sorce, Vice Chair
Belia Ramos, Member
Pierre Washington, Member
Bernie Narvaez, Alternate Member
Peter Bregenzer, Alternate Member
Liz Alessio, Alternate Member
David Oro, Alternate Member

Chris Celsi, Executive Director
Tracy Schulze, Auditor
Marie Nicholas, Secretary/Clerk
Thomas C. Zeleny, Legal Counsel
Robert Minahen, Treasurer

Members of the public are encouraged to participate in the meeting by submitting written comments electronically to the Executive Director at NVWMA@countyofnapa.org. This email will be monitored during the meeting. Public comments will be accepted until the Chair closes public comment for each item during the meeting. All comments will be distributed to the Board members and included in the records.

**Submit Public Comments Via Email @:
NVWMA@countyofnapa.org**

GENERAL INFORMATION

The Napa-Vallejo Waste Management Authority meets the 2nd Thursday of each month at 10:00 A.M. at 4381 Broadway Street, Suite 201, American Canyon, California 94503. The meeting room is wheelchair accessible. Requests for disability related modifications or accommodations, aids or services may be made no less than 72 hours prior to the meeting date by contacting 707 253-4471.

The Agenda is divided into two sections:

CONSENT ITEMS

These matters typically include routine financial or administrative actions, as well as final adoption of ordinances that cannot be both introduced and adopted at the same meeting. Any item on the CONSENT CALENDAR will be discussed separately at the request of any person. CONSENT CALENDAR items are usually approved with a single motion.

ADMINISTRATIVE ITEMS

These items include significant policy and administrative actions, and are classified by program areas. Immediately after approval of the CONSENT CALENDAR, ADMINISTRATIVE ITEMS will be considered.

All materials relating to an agenda item for an open session of a regular meeting of the Napa-Vallejo Waste Management Authority which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of, but prior to the meeting, will be available for public inspection, at the time of such distribution, in the office of Auditor Controller, 1195 Third Street, Suite B-10, Napa CA 94559, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or Napa Vallejo Waste Management staff, and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA, please proceed to the rostrum and, after receiving recognition from the Chair, give your name and your comments or questions. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the specific subject under discussion. Time limitations shall be at the discretion of the Chair or Board.

AGENDA AVAILABLE ONLINE AT www.countyofnapa.org

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT

In this time period, anyone who wishes to speak to the Authority Board of Directors regarding any subject over which the Board has jurisdiction, that is not on the agenda, or to request consideration to place an item on a future Board agenda, may do so at this time. Individuals will be limited to a three minute presentation. The Board of Directors will take no action as a result of any item presented at this time.

5. PRESENTATIONS AND COMMENDATIONS
6. APPROVAL OF MINUTES

- A. Approval of Board Minutes for the January 9, 2025 Regular Meeting.

[25-116](#)

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Please refer to the attached January 9, 2025 Minutes.

Attachments: [1-9-25 Minutes](#)

7. CONSENT ITEMS

- A. Executive Director requests acceptance of Napa-Vallejo Waste Management Authority - Internal Audit Report for the quarter ended December 31, 2024. [25-184](#)

EXECUTIVE SUMMARY

Staff recommends acceptance of the Quarterly Monitoring Internal Audit Report for Napa-Vallejo Waste Management Authority for the quarter ended December 31, 2024.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Authority has engaged Napa County Auditor-Controller’s Office to perform a quarterly monitoring over internal controls during fiscal year 2024-25. The engagement was conducted in conformance with the Global Internal Audit Standards (Standards) established by the Institute of Internal Auditors. These Standards require that we identify, analyze, evaluate, and document sufficient information and evidence to achieve our objectives, and that the internal audit activity be independent, objective, and perform engagements with proficiency and due professional care.

The primary objectives of this engagement were to:

1. Determine if internal controls over fees, collections, manual (hand tags) tickets, void and replacement tickets were adequately designed and implemented.
2. Report Treasurer-Tax Collector’s collection measures for any accounts receivable over 90 days past due if the balance due exceeds \$250.
3. Report cash overage / (shortage) from cash/check and credit card transactions.

Based on our review, internal controls over revenue and accounts receivable appears to be adequately designed and implemented as of December 31, 2024.

The Treasurer-Tax Collector’s collection measures and efforts appears reasonable. Accounts Receivable exceeding 90 days with a balance of more than \$250 is currently at \$21,729. The total in Accounts Receivable is comprised of five non-franchise haulers and is largely due to one customer. (Exhibit B)

A reconciliation of all cash and credit card transactions between Northern’s cash reports and Treasury’s journal entries found a net cash shortage of \$13 for the quarter. (Exhibit A)

Please see the attached report for additional details.

Attachments: [NWMA Report 12.31.2024.pdf](#)

- B. 1. Approval and authorization for Executive Director to execute two change orders totaling \$55,720.40 with Benchmark Civil Construction, Inc. for the ACSL Leachate Line Improvement project, for a new contract total of \$336,200.82. [25-193](#)
- 2. Approval and authorization to amend and increase the Capital Project Budget Item 25801 - ACSL Leachate Line Improvement from \$300,000 to \$370,000.

EXECUTIVE SUMMARY

On October 10, 2024, the Board authorized award of a contract to Benchmark Civil Construction for the American Canyon Sanitary Landfill (ACSL) Leachate Line Improvement Project in the amount of \$280,480.42. The leachate lines collect fluids draining from the ACSL and carry the fluids to the wastewater system for treatment. The Project involved installation of a leachate line cleanouts, pressure testing, concrete curb and gutter replacement, concrete sidewalk replacement, moisture compaction of subgrade, and asphalt pavement replacement. Most of the work occurred in the public right-of-way of the City of American Canyon.

During construction Benchmark discovered that portions of the leachate line system were not in the locations where they were supposed to be, and/or much deeper than expected. Benchmark incurred additional labor and material costs in locating the leachate lines, avoiding other utilities, dewatering some trenches during construction, and bringing in additional base rock to protect the leachate lines. Benchmark also incurred additional labor and equipment costs locating and clearing a blockage in the leachate lines. The additional work is further described in two change orders included with this item, totaling \$55,720.40 which the Executive Director is requesting permission to execute.

The request to increase the Capital Project Budget Item amount is in response to the change orders and the potential of additional work that may be requested by the City of American Canyon. Currently, the Capital Budget Item for ACSL Leachate Line Improvement - 25801 is \$300,000. The change orders will bring the total contract amount to \$336,200.82, which exceeds the current budget. The City of American Canyon is considering whether the leachate line cleanouts should be identified as such, potentially be welding identifying information onto the metal covers. This is additional work not contemplated as part of the Project, which would require another change order to compensate Benchmark. The Executive Director is therefore requesting the budget be increased by \$70,000 in case additional work is required by the City of American Canyon, bring the total budget \$370,000.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Is it Mandatory or Discretionary?	Discretionary
Is the general fund affected?	Yes

Future fiscal impact:	None
Consequences if not approved:	Invoices for services provided cannot be paid.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is categorically exempt from CEQA pursuant to CEQA Guidelines section 15301, as the repair and maintenance of existing public facilities involving negligible or no expansion of existing or former use.

Attachments: [Change Order #1.xlsx](#)
[Change Order #2 \(Page 1\).xlsx](#)
[Change Order #2 \(Page 2\).xlsx](#)
[Change Order #2 \(Page 3\).xlsx](#)
[Change Order #2 \(Page 4\).xlsx](#)
[Change Order #2 \(Page 5\).xlsx](#)

- C. REQUESTED ACTION: Approval and authorization for the Chair to sign the Second Amendment to Agreement 2023-02 with Sonoma RSA, Inc. DBA RSA+, for engineering, architectural and related services to support design and construction of the C&D Building at the Devlin Road Transfer Station, Project #17810. (Fiscal Impact: None; Discretionary) [25-258](#)

EXECUTIVE SUMMARY

On July 14, 2022, the Authority entered into Agreement 2023-02 (“Agreement”) with Sonoma RSA, Inc. (“RSA”) for engineering, architectural and related services to support design and construction of the Devlin Road Transfer Station C&D Building, Project No. 17810 (“Project”). The Agreement was amended on May 9, 2024, to extend the term of the Agreement to June 30, 2026, to provide support during construction of the Project, and to update RSA’s fee schedule.

The Agreement divides the Project into three phases, with each phase assigned a maximum compensation, and a maximum compensation set for the entire contract calculated by the sum of all three phases:

- Phase 1. Planning/Updated Opinion of Probable Costs/Schematic Design/Entitlement (not to exceed \$445,000)
- Phase 2. Design Development (Not to exceed \$775,000)
- Phase 3. Construction Documents and Bidding (Not to exceed \$1,000,000)

The Project is currently in Phase 3, and while there are still funds available in the first two phases, additional compensation is needed for Phase 3. This proposed Second Amendment would remove the maximum compensation assigned to the three phases shown above, allowing RSA to continue work on Phase 3 without increasing the total maximum compensation established for the Agreement. This no-cost amendment would keep the existing total not-to-exceed amount for the entire contract at \$2,220,000.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

Attachments: [2nd Amendment #2023-02](#)

8. ADMINISTRATIVE ITEMS

- A. Executive Director to report on Authority related activities.

[25-117](#)

EXECUTIVE SUMMARY

The Executive Director will report on recent activities relating to the Authority.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Executive Director will report on recent activities concerning the Authority.

- B. Approval of the Determination of the Members' 2024 Calendar Year Waste Quantities used to set the next Fiscal Year's weighted voting, as set forth in Section 8.3(c) of the Authority's Joint Powers Formation Agreement. [25-122](#)

EXECUTIVE SUMMARY

Based on the requirements contained in Sections 8.3(c) and 8.5 of the Joint Exercise of Powers Agreement, the following voting percentages for Calendar Year 2024 have been determined.

City of Vallejo	50%
City of Napa	26%
City of American Canyon	8%
County of Napa	16%

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Based on the requirements contained in Sections 8.3(c) and 8.5 of the Joint Exercise of Powers Agreement (JPA), the following voting percentages for Fiscal Year 2024-25 have been determined: City of Vallejo 50%; City of Napa 26%; City of American Canyon 8% and the County of Napa 16%.

The Authority’s Joint Powers Formation Agreement Section 8.3(c), states, "A majority vote of all of the Directors representing two thirds of the waste entering the Authority's Solid Waste facilities during the prior calendar year, as defined in Section 8.5, shall be necessary in order to approve any of the following:

- i. the construction budget for the Transfer Facility
 - ii. the annual operating budget of the Authority in excess of debt service on Revenue Bonds and the payment to the transfer station operator;
 - iii. the issuance, execution or delivery of Revenue Bonds;
 - iv. any change in a budget exceeding 10% of the total amount of that budget;
 - v. any amendment to or the termination of this Agreement;
 - vi. voting rules regarding the approval of contracts between the Authority and any one or more Members
- (it being understood that all such contracts must be approved pursuant to rules adopted in this manner); and

vii. the admission of an additional member or a substitute member including by means of assignment."

Section 8.5 Determination of Members' Calendar Year's Waste Quantities. "As part of the fiscal year budget setting process, the determination of the Members' prior calendar years' waste quantities shall be made and approved by the Authority's Board of Directors. The recorded waste tonnage quantities delivered to the Authority's Facilities from each of the Members' franchised solid waste collection companies for the prior calendar year of January 1 to December 31 shall be used to set the next Fiscal Year's weighted voting as described in Section 8.3(c)."

The attached table details the 2024 calendar year's waste tonnage delivered by the four members' franchisees and includes data from the two (2) prior calendar years for historical reference

Attachments: [2024 Tonnage.pdf](#)

9. FACILITIES BUSINESS ITEMS

10. OTHER BUSINESS ITEMS

- A. Reports of current information relevant to the Authority by the member jurisdictions: [25-119](#)

EXECUTIVE SUMMARY

- i. Vallejo: Andrea Sorce
- ii. Napa City: Mary Luros
- iii. Napa County: Belia Ramos
- iv. American Canyon: Pierre Washington

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

- B. REQUESTED ACTION: Discussion and possible action to amend the Authority Bylaws to change the meeting day to another day in the week, change the meeting time, or both. [25-121](#)

EXECUTIVE SUMMARY

Section 4 of the Authority Bylaws specifies that regular meetings of the Board shall be held at 10:00 a.m. on the second Thursday of each month, with some exceptions for holiday weeks. This creates a scheduling conflict for some of the Directors.

This action requests the regular meeting date of the Board be changed to another day in the week, change the meeting time or both. Staff will amend the Bylaws to reflect a new meeting date agreed to by the Board and return next month with an amended meeting calendar.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	No
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	A change in the meeting schedule is necessary accommodate the Directors schedule.
Consequences if not approved:	The Authority may lack a quorum for some Board meetings.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed activity is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(5), as an organizational or administrative activity that will not result in direct or indirect physical changes in the environment, and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Section 4 of the Authority Bylaws specifies that regular meetings of the Board shall be held at 10:00 a.m. on the second Thursday of each month. If the meeting will occur in the same week as the New Year’s holiday, the July 4 holiday, or Labor Day or Veteran’s Day, the Bylaws indicate the meeting will be held on the third Thursday of that month. To avoid scheduling conflicts, staff recommends changing the regular meeting schedule to hold meetings on another day of the second week, to change the meeting time to earlier or later in the day, or both. If the Board agrees on a new day or time for regular meetings, staff will finalize the amendment to the Bylaws and return next month with amended meeting calendar for approval. The recommended amendment to the Bylaws will be in the following form:

- 4. REGULAR MEETINGS: TIME AND LOCATION. Regular meetings of the Board shall be held on the second Thursday of each month, unless otherwise specified by the Board. If the meeting date in January, July, September or November falls in the same work week as a holiday for any member

jurisdictions' employees, the regular meeting set for that date shall be continued to the next Thursday which is not a holiday, unless canceled altogether by action of the Board. Regular meetings shall commence at 10:00 a.m. and shall continue until all business is completed unless the Board determines by majority vote to continue all or some of the remaining items to a later meeting. The location of Regular meetings shall be as noted below, except that such locations may be changed for a given Regular meeting by the Chair or Executive Director with the approval of the Chair to any other location within the building specified below, without amendment of these Bylaws, as long as the new location is posted in writing on the door of the room noted below prior to and during the meeting.

MEETING LOCATION:
City of American Canyon
4381 Broadway, Suite 201
American Canyon, California 94503

Attachments: [2025-04 Resolution Bylaws Amendment](#)

11 CLOSED SESSION

12. ADJOURNMENT

The next regularly scheduled meeting of the Authority Board of Directors will be held on March 13, 2025.



Napa-Vallejo Waste Management Authority

Board Agenda Letter

Napa-Vallejo Waste Management Authority **Agenda Date:** 2/13/2025

File ID #: 25-116

TO: Napa-Vallejo Waste Management Authority Board of Directors
FROM: Chris Celsi, Executive Director
REPORT BY: Chris Celsi, Executive Director
SUBJECT: Approval of Minutes

RECOMMENDATION

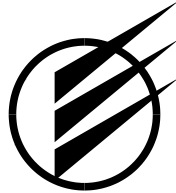
Approval of Board Minutes for the January 9, 2025 Regular Meeting.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Please refer to the attached January 9, 2025 Minutes.



**NAPA-VALLEJO WASTE
MANAGEMENT AUTHORITY
MINUTES OF THE THURSDAY JANUARY 9, 2025**

10:00 A.M. REGULAR MEETING OF THE BOARD OF DIRECTORS

1. CALL TO ORDER

The Napa-Vallejo Waste Management Authority met Thursday, January 9, 2025, at the City of American City Hall. Vice-Chair McConnell called the meeting to order at 10:02 a.m.

2. ROLL CALL

The following Directors were present: Director Washington, Director Ramos, Vice-Chair Source and Chair Lueros.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT – NONE

5. PRESENTATIONS AND COMMENDATIONS

A. CY 2025 ELECTION OF CHAIR/VICE CHAIR

REQUESTED ACTION: Accept nominations and elect officers for Chair and Vice-Chair for Calendar Year 2025.

Item 5A: Approved as submitted PW-BR-AS-ML

6. APPROVAL OF MINUTES

B. APPROVAL OF MINUTES

Approval of Board Minutes for the January 9, 2025 Regular Meeting.

Item 6A: Approved as submitted PW-BR

7. CONSENT ITEMS - NONE

8. ADMINISTRATIVE ITEMS

A. Executive Director to report on Authority related activities.

Item 8A: Approved as submitted PW-BR

9. FACILITIES BUSINESS ITEMS – NONE

10. OTHER BUSINESS ITEMS

A. **FUTURE AGENDA ITEMS** – Discussion on possible change of Board meeting date/time or both due to accommodations for conflicting schedules.

B. REPORTS FROM JURISDICTIONS

DISCUSSION ITEM: Reports of current information relevant to the Authority by the member jurisdictions:

- i. Vallejo: - No Report
- ii. Napa City: - Kevin Miller reported for the City
- iii. Napa County: - No Report
- iv. American Canyon: - No Report

Item 10B Reports only – No Taken Action

11. CLOSED SESSION

12. ADJOURNMENT

The Meeting adjourned at 10:34 A.M. The next meeting of the Authority Board of Directors will be a Regular Meeting to be held on February 13, 2025.

ATTEST: Marie Nicholas
Marie Nicholas, NVWMA Secretary

KEY

Vote: PW=Pierre Washington, ML=Mary Luros, BR=Belia Ramos, AS=Andrea Sorce
The maker of the motion and second are reflected respectively in the order of the recorded vote.
Notations next to vote: N = No; X = Excused; A = Abstain; B = Absent



Napa-Vallejo Waste
Management Authority
Board Agenda Letter

Napa-Vallejo Waste Management Authority **Agenda Date:** 2/13/2025

File ID #: 25-184

TO: Honorable Board of Directors
FROM: Christopher Celsi, Executive Director
REPORT BY: Tracy Schulze, Auditor-Controller
SUBJECT: Napa-Vallejo Waste Management Authority - Internal Audit Report for the Quarter Ended December 31, 2024

RECOMMENDATION

Executive Director requests acceptance of Napa-Vallejo Waste Management Authority - Internal Audit Report for the quarter ended December 31, 2024.

EXECUTIVE SUMMARY

Staff recommends acceptance of the Quarterly Monitoring Internal Audit Report for Napa-Vallejo Waste Management Authority for the quarter ended December 31, 2024.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Authority has engaged Napa County Auditor-Controller's Office to perform a quarterly monitoring over internal controls during fiscal year 2024-25. The engagement was conducted in conformance with the Global Internal Audit Standards (Standards) established by the Institute of Internal Auditors. These Standards require that we identify, analyze, evaluate, and document sufficient information and evidence to achieve our objectives,

and that the internal audit activity be independent, objective, and perform engagements with proficiency and due professional care.

The primary objectives of this engagement were to:

1. Determine if internal controls over fees, collections, manual (hand tags) tickets, void and replacement tickets were adequately designed and implemented.
2. Report Treasurer-Tax Collector's collection measures for any accounts receivable over 90 days past due if the balance due exceeds \$250.
3. Report cash overage / (shortage) from cash/check and credit card transactions.

Based on our review, internal controls over revenue and accounts receivable appears to be adequately designed and implemented as of December 31, 2024.

The Treasurer-Tax Collector's collection measures and efforts appears reasonable. Accounts Receivable exceeding 90 days with a balance of more than \$250 is currently at \$21,729. The total in Accounts Receivable is comprised of five non-franchise haulers and is largely due to one customer. (Exhibit B)

A reconciliation of all cash and credit card transactions between Northern's cash reports and Treasury's journal entries found a net cash shortage of \$13 for the quarter. (Exhibit A)

Please see the attached report for additional details.

Napa County

Auditor-Controller

Internal Audit Report

Napa-Vallejo Waste Management Authority
Quarterly Monitoring
Internal Controls Review

For the Quarter Ended December 31, 2024

Report Date: January 21, 2025



A Tradition of Stewardship
A Commitment to Service

Tracy A. Schulze, CPA
Auditor-Controller

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Engagement Team

Christine Hernandez - Manager, Internal Audit/Grant Compliance

Susan MacDonald - Staff Auditor



A Tradition of Stewardship
A Commitment to Service

Auditor-Controller
1195 Third Street - Room B10
Napa, CA 94559

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Fax: (707) 226-9065
www.countyofnapa.org

Tracy A. Schulze
Auditor-Controller

January 21, 2025

Board of Directors
Napa-Vallejo Waste Management Authority

Executive Summary

The internal audit section of the Napa County Auditor-Controller's Office has completed a quarterly monitoring for Napa-Vallejo Waste Management Authority (Authority) for the quarter ended December 31, 2024.

Internal audit conducted the review in conformance with the *Global Internal Audit Standards (Standards)* established by the Institute of Internal Auditors. These *Standards* require that internal audit identify, analyze, evaluate, and document sufficient information and evidence to achieve the objectives; and that the internal audit activity be independent, objective, and perform engagements with proficiency and due professional care.

Based on this review, internal controls over revenue and accounts receivable appears to be adequately designed and implemented as of December 31, 2024. We noted a net cash shortage of (\$13). (Exhibit A) The Treasurer Tax-Collector Central Collections aging report for customer accounts with a balance greater than \$250 for 90 days or longer totaled \$21,729. (Exhibit B)

This report is a matter of public record and is intended solely for the information and use of the Authority's Board of Directors and Executive Director, Management at Northern Recycling Operations and Waste Services LLC (Northern), a California Limited Liability Company, and the Treasurer-Tax Collector. I want to thank the internal audit team, Northern's staff, and the Authority's management for their expertise and professionalism in conducting this engagement.

Sincerely,

A handwritten signature in blue ink that reads "Tracy A. Schulze".

Tracy A. Schulze, CPA
Auditor-Controller

Napa-Vallejo Waste Management Authority
Quarterly Monitoring
For the Quarter December 31, 2024

Background and Authority

The agreement between the Authority, a joint powers agency organized under the laws of the State of California pursuant to Government Code Section 6500 et seq., and Northern was entered into and executed as of March 1, 2007, and subsequently amended on March 19th, 2010.

The Authority is composed of County of Napa and the Cities of Napa, American Canyon, and Vallejo. The Authority was formed for the purpose of providing economic coordination of solid waste processing, transfer, and disposal services. The Authority has contracted with Northern to operate the Devlin Road Transfer Station (DRTS), pursuant to the provisions of *Public Resource Code section 40059(a)(2)*. The Authority and Northern are authorized to enter into a transfer station operation agreement where Northern will operate DRTS.

The Authority has engaged Napa County Auditor-Controller's Office to perform a quarterly monitoring over internal controls during fiscal year 2024-25.

Objective and Scope

The primary objectives of this engagement were to:

- Determine if internal controls over fees, collections, manual (hand tags) tickets, void and replacement tickets were adequately designed and implemented
- Report Treasurer-Tax Collector's collection measures for any accounts receivable over 90 days past due if the balance due exceeds \$250
- Report cash overage / (shortage) from cash/check, and credit card transactions

The scope included a review of the Authority's and Northern's records for the quarter ended December 31, 2024.

Napa-Vallejo Waste Management Authority
Quarterly Monitoring
For the Quarter Ended December 31, 2024

Procedures

To achieve our objectives, our procedures included, but not limited to, the following:

1. Northern's Scale Transaction Report

- Agreed revenue (non-cash transactions) per Northern's Scale Transaction Report to Detail Receivables Report generated from Tyler Munis
- Verified Ticket Rates (i.e., scale rates charged) to the Board's Resolution
- Verified the completeness of the report (i.e., missing tickets)
- Verified internal controls over voided and replacement tickets and manual (hand tag) tickets

2. Accounts Receivable Aging Report

- Compiled Accounts Receivable 90 Day Aging Report from Treasurer-Tax Collector's Tyler Munis Reports
- Reported Treasurer-Tax Collector's collection measures for any accounts receivable over 90 days past due if the balance due exceeds \$250

3. Cash Overage / (Shortage) Summary

- Compared Northern's Cash Receipt Reports (i.e., cash, checks, credit cards) to the Authority's general ledger
- Investigated short pays over \$25 for reasonableness
- Reported cash overage / (shortage) from cash/checks, and credit card transactions for quarter-end and fiscal year cumulative

Conclusion

Based on our review, internal controls over revenue and accounts receivable appears to be adequately designed and implemented as of December 31, 2024. Treasurer-Tax Collector's Accounts Receivables exceeding 90 days with balances of \$250 or more is currently at \$21,729. Collection efforts on all delinquent accounts will continue with no requests for write-offs this quarter. Reconciliation of all cash and credit card transactions between Northern's cash reports and Treasury's journal entries resulted in a net cash shortage of (\$13) for the quarter. This included (\$2,269) in bank adjustments for customer disputes and refunds.

Napa-Vallejo Waste Management Authority
Quarterly Monitoring
For the Quarter Ended December 31, 2024

Exhibit A – Cash Overage / (Shortage) Summary

<u>Description</u>	<u>For Quarter Ended December 31, 2024</u>	<u>For Quarter Ended September 30, 2024</u>	<u>Year-to-Date</u>
Authority's General Ledger			
Cash	\$ 432,676	\$ 515,274	\$ 947,950
VISA/MC	1,805,621	2,116,486	\$ 3,922,107
Bank/TTC Adjustments	(2,269)	(2,005)	\$ (4,274)
Total	2,236,028	\$ 2,629,755	\$ 4,865,783
Northern's Records			
Cash/Check per Northern's Cash Report	433,423	\$ 520,677	\$ 954,100
VISA/MC per Northern's Cash Report	1,802,618	2,109,798	\$ 3,912,416
Total	\$ 2,236,041	\$ 2,630,475	\$ 4,866,516
Net Cash Overage / (Shortage)	\$ (13)	\$ (720)	\$ (733)

Napa-Vallejo Waste Management Authority
Quarterly Monitoring
For the Quarter Ended December 31, 2024

**Exhibit B – Treasurer-Tax Collector’s Accounts Receivable Aging Report and Collection Measures
for Receivables over 90 days with account balances exceeding \$250**

Account Name	Customer ID	Total	Collection Measures
AC Enterprises	62002	268.26	Left VM for D. Johnson week of 1/13/25. Last email was sent 9/26/24. Statements mailed monthly with no response.
Del Bondio Trucking	56395	687.93	Sent statement to two email accounts as requested by accountant. Payment expected week of 1/20/25.
Napa County Recycle & Waste Serv	54051	370.26	Billing adjustment submitted week of 1/6/25.
Trash Logic LLC	63663	1,835.18	No VM option on phone. Emailed contact listed on website. Will continue collection efforts.
ZL Construction	63537	18,567.75	Company is making weekly payments on the account balance.
90 Days Aging Receivables w/Balance Due > \$250		\$ 21,729.38	

Note: Collection measures provided by Treasurer-Tax Collector, Central Collections. (as of 1/16/2025)



Napa-Vallejo Waste Management Authority

Board Agenda Letter

Napa-Vallejo Waste Management Authority **Agenda Date:** 2/13/2025

File ID #: 25-193

TO: Napa-Vallejo Waste Management Authority Board of Directors
FROM: Chris Celsi, Executive Director
REPORT BY: Chris Celsi, Executive Director
SUBJECT: Change Orders and Budget Amendment for the American Canyon Sanitary Landfill Leachate Line Improvement Project

RECOMMENDATION

1. Approval and authorization for Executive Director to execute two change orders totaling \$55,720.40 with Benchmark Civil Construction, Inc. for the ACSL Leachate Line Improvement project, for a new contract total of \$336,200.82.
2. Approval and authorization to amend and increase the Capital Project Budget Item 25801 - ACSL Leachate Line Improvement from \$300,000 to \$370,000.

EXECUTIVE SUMMARY

On October 10, 2024, the Board authorized award of a contract to Benchmark Civil Construction for the American Canyon Sanitary Landfill (ACSL) Leachate Line Improvement Project in the amount of \$280,480.42. The leachate lines collect fluids draining from the ACSL and carry the fluids to the wastewater system for treatment. The Project involved installation of leachate line cleanouts, pressure testing, concrete curb and gutter replacement, concrete sidewalk replacement, moisture compaction of subgrade, and asphalt pavement replacement. Most of the work occurred in the public right-of-way of the City of American Canyon.

During construction Benchmark discovered that portions of the leachate line system were not in the locations where they were supposed to be, and/or much deeper than expected. Benchmark incurred additional labor and material costs in locating the leachate lines, avoiding other utilities, dewatering some trenches during construction, and bringing in additional base rock to protect the leachate lines. Benchmark also incurred additional labor and equipment costs locating and clearing a blockage in the leachate lines. The additional work is further described in two change orders included with this item, totaling \$55,720.40 which the Executive Director is requesting permission to execute.

The request to increase the Capital Project Budget Item amount is in response to the change orders and the potential of additional work that may be requested by the City of American Canyon.

Currently, the Capital Budget Item for ACSL Leachate Line Improvement - 25801 is \$300,000. The change orders will bring the total contract amount to \$336,200.82, which exceeds the current budget. The City of American Canyon is considering whether the leachate line cleanouts should be identified as such, potentially be welding identifying information onto the metal covers. This is additional work not contemplated as part of the Project, which would require another change order to compensate Benchmark. The Executive Director is therefore requesting the budget be increased by \$70,000 in case additional work is required by the City of American Canyon, bring the total budget \$370,000.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Is it Mandatory or Discretionary?	Discretionary
Is the general fund affected?	Yes
Future fiscal impact:	None
Consequences if not approved:	Invoices for services provided cannot be paid.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is categorically exempt from CEQA pursuant to CEQA Guidelines section 15301, as the repair and maintenance of existing public facilities involving negligible or no expansion of existing or former use.

NVWMA AMERICAN CANYON LANDFILL LEACHATE LINE IMPROVEMENT

To: **BENCHMARK CIVIL CONSTRUCTION**

You are hereby directed to make the herein changes from the plans and specifications or do the following described work not work not included in the plans and specifications on this contract.

NOTE: THIS CHANGE ORDER IS NOT EFFECTIVE UNTIL APPROVED BY THE PROJECT MANAGER.

Description of work done, quantities, and prices paid. Segregate between additional work at contract price, agreed price and force account. Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time.

Change Requested by: **Mike Walls**

Item	Description	Amount
1	LOCATION 150+75 Includes AAW #375 on 12/10 Meeting with American Canyon rep Excavation & Time spent looking for direct bury pipe Located directional drilled pipe at 8.90' deep	\$ 6,407.50
2	LOCATION 146+35 Includes AAW #376 on 12/11 Located line at 9.0' deep Excessive de-watering due to depth	\$ 9,562.50
3	LOCATION 146+35 & 150+75 Includes AAW #377 on 12/12 Complete excavation at location 150+75 after locating pipe at 146+35 Additional de-watering and clean up excavation at location 146+35	\$ 7,650.00
	Fund: 8100	
	Sub Division: 81010010	
	Account: 52490	
	Project: 22801	
TOTAL FOR CONTRACT CHANGE ORDER NOT TO EXCEED →		\$ 23,620.00

THE ABOVE PRICE AND PAYMENT SHALL INCLUDE FULL COMPENSATION FOR FURNISHING ALL LABOR, MATERIALS, TOOLS, EQUIPMENT, AND INCIDENTALS AND FOR DOING ALL WORK COMPLETE AND IN PLACE, AS SHOWN ON THE PLANS AND AS SPECIFIED IN THESE SPECIFICATIONS, SPECIAL PROVISIONS AND AS DIRECTED BY THE ENGINEER FOR THE **NVWMA - AMERICAN CANYON LANDFILL LEACHATE LINE IMPROVEMENT**

By reason of this order the time of completion will be adjusted as follows: **Additional 3 days added to contract**

Submitted by: **BENCHMARK CIVIL CONSTRUCTION** Date: **1/23/2025**
 Reviewed by: _____ Date: _____
MIKE WALLS, INSPECTOR
 Approved by: _____ Date: _____
NVWMA EXECUTIVE DIRECTOR

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept full payment therefore therefore the prices shown above.

Contractor: _____ Accepted Date: _____
 By: _____ Title: _____

If the Contractor does not sign acceptance of this order, his/her attention is directed to the requirements of the specifications as to proceeding with the ordered work and filing a written protest within ten (10) days after receiving this approved order.

NVWMA AMERICAN CANYON LANDFILL LEACHATE LINE IMPROVEMENT

To: **BENCHMARK CIVIL CONSTRUCTION**

You are hereby directed to make the herein changes from the plans and specifications or do the following described work not work not included in the plans and specifications on this contract.

NOTE: THIS CHANGE ORDER IS NOT EFFECTIVE UNTIL APPROVED BY THE PROJECT MANAGER.

Description of work done, quantities, and prices paid. Segregate between additional work at contract price, agreed price and force account. Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time.

Change Requested by: **Mike Walls**

Item	Description	Amount
1	Line Item #5 Demo C&G	\$ 266.00
	Add 0.25 days	
	Units in bid sheet = 60 Lineal feet	
	Actual Removal = 79 Lineal feet	
2	Line Item #6 Demo sidewalk	\$ (140.00)
	Delete 0.25 days	
	Units in bid sheet = 240 SF	
	Actual removal = 226 SF	
3	Line Item #10 Place base rock	\$ 13,243.93
	Add 2 days	
	Units in bid sheet = 113 tons	
	Actual Import & placement = 252.19 tons	
	Due to depth & size of excavations of piping on Elliott, +/-9' deep	
	Excavate 2 locations	
	Base rock backfill in all asphalt locations per City of American Canyon Standards	
	Base rock bedding and pipe cover to match original installation method of main line	
Page 1 SUB-TOTAL FOR CONTRACT CHANGE ORDER NOT TO EXCEED →		\$ 13,369.93

THE ABOVE PRICE AND PAYMENT SHALL INCLUDE FULL COMPENSATION FOR FURNISHING ALL LABOR, MATERIALS, TOOLS, EQUIPMENT, AND INCIDENTALS AND FOR DOING ALL WORK COMPLETE AND IN PLACE, AS SHOWN ON THE PLANS AND AS SPECIFIED IN THESE SPECIFICATIONS, SPECIAL PROVISIONS AND AS DIRECTED BY THE ENGINEER FOR THE **NVWMA - AMERICAN CANYON LANDFILL LEACHATE LINE IMPROVEMENT**

By reason of this order the time of completion will be adjusted as follows:

Submitted by: **BENCHMARK CIVIL CONSTRUCTION** Date: **2/4/2025**
 Reviewed by: _____ Date: _____
MIKE WALLS, INSPECTOR
 Approved by: _____ Date: _____
NVWMA EXECUTIVE DIRECTOR

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept full payment therefore the prices shown above.

Contractor: _____ Accepted Date: _____

By: _____ Title: _____

If the Contractor does not sign acceptance of this order, his/her attention is directed to the requirements of the specifications as to proceeding with the ordered work and filing a written protest within ten (10) days after receiving this approved order.

NVWMA AMERICAN CANYON LANDFILL LEACHATE LINE IMPROVEMENT

To: **BENCHMARK CIVIL CONSTRUCTION**

You are hereby directed to make the herein changes from the plans and specifications or do the following described work not work not included in the plans and specifications on this contract.

NOTE: THIS CHANGE ORDER IS NOT EFFECTIVE UNTIL APPROVED BY THE PROJECT MANAGER.

Description of work done, quantities, and prices paid. Segregate between additional work at contract price, agreed price and force account. Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time.

Change Requested by: **Mike Walls**

Item	Description	Amount
4	Line Item #11 Asphalt Installation Delete 0.5 days Units in bid sheet = 37 tons Actual import & placement = 21.08 tons	\$ (3,619.41)
5	Line Item #12 C&G installation Add 0.5 days Units in bid sheet = 60 lineal feet Actual instalation = 79 lineal feet	\$ 1,292.00
6	Line Item #13 Sidewalk Installation Delete 0.5 days Units in bid sheet = 240 SF Actual Removal = 226 SF	\$ (252.00)
7	Line Item #14 B03 Box & Lid Add/Delete 0 days Units in bid sheet = 52 Actual installation = 42	\$ (826.50)
Page 2 SUB-TOTAL FOR CONTRACT CHANGE ORDER NOT TO EXCEED →		\$ (3,405.91)

THE ABOVE PRICE AND PAYMENT SHALL INCLUDE FULL COMPENSATION FOR FURNISHING ALL LABOR, MATERIALS, TOOLS, EQUIPMENT, AND INCIDENTALS AND FOR DOING ALL WORK COMPLETE AND IN PLACE, AS SHOWN ON THE PLANS AND AS SPECIFIED IN THESE SPECIFICATIONS, SPECIAL PROVISIONS AND AS DIRECTED BY THE ENGINEER FOR THE **NVWMA - AMERICAN CANYON LANDFILL LEACHATE LINE IMPROVEMENT**

By reason of this order the time of completion will be adjusted as follows:

Submitted by: **BENCHMARK CIVIL CONSTRUCTION** Date: **2/4/2025**
 Reviewed by: _____ Date: _____
MIKE WALLS, INSPECTOR
 Approved by: _____ Date: _____
NVWMA EXECUTIVE DIRECTOR

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept full payment therefore therefore the prices shown above.

Contractor: _____ Accepted Date: _____
 By: _____ Title: _____

If the Contractor does not sign acceptance of this order, his/her attention is directed to the requirements of the specifications as to proceeding with the ordered work and filing a written protest within ten (10) days after receiving this approved order.

NVWMA AMERICAN CANYON LANDFILL LEACHATE LINE IMPROVEMENT

To: **BENCHMARK CIVIL CONSTRUCTION**

You are hereby directed to make the herein changes from the plans and specifications or do the following described work not work not included in the plans and specifications on this contract.

NOTE: THIS CHANGE ORDER IS NOT EFFECTIVE UNTIL APPROVED BY THE PROJECT MANAGER.

Description of work done, quantities, and prices paid. Segregate between additional work at contract price, agreed price and force account. Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time.

Change Requested by: **Mike Walls**

Item	Description	Amount
8	Line Item #15 G5 box & lid	\$ 467.88
	Add/Delete 0 days	
	Units in bid sheet = 52	
	Actual installation = 42	
9	CO at STA 20+20	\$ (7,050.00)
	Delete 0.75 days	
	Eliminate excavation time for clean out	
	Materials can't be returned as they're pre-built	
	NOTE: Not needed due to re-locating other clean outs on Eucalyptus Drive	
10	Manhole cover at STA 126+90	\$ 575.00
	Add 0.5 days	
	Supply manhole frame and cover	
	Delivery to site	
	Weld "Leachate" on lid	
	NOTE: Required by City of American Canyon in order to have clean out on Elliott Dr.	
Page 3 SUB-TOTAL FOR CONTRACT CHANGE ORDER NOT TO EXCEED →		\$ (6,007.12)

THE ABOVE PRICE AND PAYMENT SHALL INCLUDE FULL COMPENSATION FOR FURNISHING ALL LABOR, MATERIALS, TOOLS, EQUIPMENT, AND INCIDENTALS AND FOR DOING ALL WORK COMPLETE AND IN PLACE, AS SHOWN ON THE PLANS AND AS SPECIFIED IN THESE SPECIFICATIONS, SPECIAL PROVISIONS AND AS DIRECTED BY THE ENGINEER FOR THE **NVWMA - AMERICAN CANYON LANDFILL LEACHATE LINE IMPROVEMENT**

By reason of this order the time of completion will be adjusted as follows:

Submitted by: **BENCHMARK CIVIL CONSTRUCTION** Date: **2/4/2025**
 Reviewed by: _____ Date: _____
MIKE WALLS, INSPECTOR
 Approved by: _____ Date: _____
NVWMA EXECUTIVE DIRECTOR

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept full payment therefore the prices shown above.

Contractor: _____ Accepted Date: _____

By: _____ Title: _____

If the Contractor does not sign acceptance of this order, his/her attention is directed to the requirements of the specifications as to proceeding with the ordered work and filing a written protest within ten (10) days after receiving this approved order.

NVWMA AMERICAN CANYON LANDFILL LEACHATE LINE IMPROVEMENT

To: **BENCHMARK CIVIL CONSTRUCTION**

You are hereby directed to make the herein changes from the plans and specifications or do the following described work not work not included in the plans and specifications on this contract.

NOTE: THIS CHANGE ORDER IS NOT EFFECTIVE UNTIL APPROVED BY THE PROJECT MANAGER.

Description of work done, quantities, and prices paid. Segregate between additional work at contract price, agreed price and force account. Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time.

Change Requested by: **Mike Walls**

Item	Description	Amount
11	Replace hard 90 at STA 118+60	\$ 4,454.00
	Add 1.0 days	
	Excavate existing 90 degree fitting	
	Replace hard 90 fitting with 2 electro fusion coupling and long bend 90 fitting	
	Base rock and asphalt figured in unit costs over/under	
	<i>NOTE: Work performed because hard 90 is not acceptable for cleaning , requested by Bartelt</i>	
12	Excavation at STA 119+75	\$ 5,220.00
	Add 0.75 days	
	Excavation of main line and lateral	
	Concrete removal/replacement in unit costs over/under	
	Backfill and asphalt in unit costs over/under	
	<i>NOTE: Excavated main per plan & found PG&E utilities in conflict for offset clean out</i>	
13	Excavation at STA 128+85	\$ 5,220.00
	Add 0.75 days	
	Excavation of main line and lateral	
	Concrete removal/replacement in unit costs over/under	
	Backfill and asphalt in unit costs over/under	
	<i>NOTE: Excavated main per plan & found PG&E utilities in conflict for offset clean out</i>	
Page 4 SUB-TOTAL FOR CONTRACT CHANGE ORDER NOT TO EXCEED →		\$ 14,894.00

THE ABOVE PRICE AND PAYMENT SHALL INCLUDE FULL COMPENSATION FOR FURNISHING ALL LABOR, MATERIALS, TOOLS, EQUIPMENT, AND INCIDENTALS AND FOR DOING ALL WORK COMPLETE AND IN PLACE, AS SHOWN ON THE PLANS AND AS SPECIFIED IN THESE SPECIFICATIONS, SPECIAL PROVISIONS AND AS DIRECTED BY THE ENGINEER FOR THE **NVWMA - AMERICAN CANYON LANDFILL LEACHATE LINE IMPROVEMENT**

By reason of this order the time of completion will be adjusted as follows:

Submitted by: **BENCHMARK CIVIL CONSTRUCTION** Date: **2/4/2025**
 Reviewed by: _____ Date: _____
MIKE WALLS, INSPECTOR
 Approved by: _____ Date: _____
NVWMA EXECUTIVE DIRECTOR

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept full payment therefore therefore the prices shown above.

Contractor: _____ Accepted Date: _____

By: _____ Title: _____

If the Contractor does not sign acceptance of this order, his/her attention is directed to the requirements of the specifications as to proceeding with the ordered work and filing a written protest within ten (10) days after receiving this approved order.

NVWMA AMERICAN CANYON LANDFILL LEACHATE LINE IMPROVEMENT

To: **BENCHMARK CIVIL CONSTRUCTION**

You are hereby directed to make the herein changes from the plans and specifications or do the following described work not work not included in the plans and specifications on this contract.

NOTE: THIS CHANGE ORDER IS NOT EFFECTIVE UNTIL APPROVED BY THE PROJECT MANAGER.

Description of work done, quantities, and prices paid. Segregate between additional work at contract price, agreed price and force account. Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time.

Change Requested by: **Mike Walls**

Item	Description	Amount
14	Site Meetings due to elevation conflicts Add 0.75 days Meetings with Bartelt to establish new design for utility conflict areas	\$ 930.00
15	Replace caps with plugs Add 0.5 days Return caps and pay 15% re-stocking fee Order new couplings and plugs to replace caps NOTE: Decision made by Bartelt due to size of box and access to unscrew cap	\$ 2,695.60
16	Remove blockage at STA 15+75 Add 2.0 days Chuck having hard time pumping Check all valves in open position Force water through Leachate with water truck Isolate problem area Attempt to inspect with camera Excavate and locate area of blockage Agitate pipe in excavated area and free up blockage See AAQ #50 for 12/30 & 12/31 for detailed hours	\$ 9,623.90
Page 5 SUB- TOTAL FOR CONTRACT CHANGE ORDER		\$ 13,249.50
TOTAL AMOUNT FOR CONTRACT CHANGE ORDERS NOT TO EXCEED →		\$ 32,100.40

THE ABOVE PRICE AND PAYMENT SHALL INCLUDE FULL COMPENSATION FOR FURNISHING ALL LABOR, MATERIALS, TOOLS, EQUIPMENT, AND INCIDENTALS AND FOR DOING ALL WORK COMPLETE AND IN PLACE, AS SHOWN ON THE PLANS AND AS SPECIFIED IN THESE SPECIFICATIONS, SPECIAL PROVISIONS AND AS DIRECTED BY THE ENGINEER FOR THE **NVWMA - AMERICAN CANYON LANDFILL LEACHATE LINE IMPROVEMENT**

By reason of this order the time of completion will be adjusted as follows:

Submitted by: **BENCHMARK CIVIL CONSTRUCTION** Date: **2/4/2025**
 Reviewed by: _____ Date: _____
MIKE WALLS, INSPECTOR
 Approved by: _____ Date: _____
NVWMA EXECUTIVE DIRECTOR

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept full payment therefore the prices shown above.

Contractor: _____ Accepted Date: _____
 By: _____ Title: _____

If the Contractor does not sign acceptance of this order, his/her attention is directed to the requirements of the specifications as to proceeding with the ordered work and filing a written protest within ten (10) days after receiving this approved order.



Napa-Vallejo Waste
Management Authority
Board Agenda Letter

Napa-Vallejo Waste Management Authority **Agenda Date:** 2/13/2025

File ID #: 25-258

TO: Napa-Vallejo Waste Management Authority
FROM: Chris Celsi, Executive Director
REPORT BY: Chris Celsi, Executive Director
SUBJECT: Second Amendment to Agreement 2023-02 with Sonoma RSA, Inc. for design services for DRTS C&D Building

RECOMMENDATION

REQUESTED ACTION: Approval and authorization for the Chair to sign the Second Amendment to Agreement 2023-02 with Sonoma RSA, Inc. DBA RSA+, for engineering, architectural and related services to support design and construction of the C&D Building at the Devlin Road Transfer Station, Project #17810. (Fiscal Impact: None; Discretionary)

EXECUTIVE SUMMARY

On July 14, 2022, the Authority entered into Agreement 2023-02 (“Agreement”) with Sonoma RSA, Inc. (“RSA”) for engineering, architectural and related services to support design and construction of the Devlin Road Transfer Station C&D Building, Project No. 17810 (“Project”). The Agreement was amended on May 9, 2024, to extend the term of the Agreement to June 30, 2026, to provide support during construction of the Project, and to update RSA’s fee schedule.

The Agreement divides the Project into three phases, with each phase assigned a maximum compensation, and a maximum compensation set for the entire contract calculated by the sum of all three phases:

- Phase 1. Planning/Updated Opinion of Probable Costs/Schematic Design/Entitlement (not to exceed \$445,000)
- Phase 2. Design Development (Not to exceed \$775,000)
- Phase 3. Construction Documents and Bidding (Not to exceed \$1,000,000)

The Project is currently in Phase 3, and while there are still funds available in the first two phases, additional compensation is needed for Phase 3. This proposed Second Amendment would remove the maximum



NAPA-VALLEJO WASTE
MANAGEMENT AUTHORITY

**SECOND AMENDMENT TO
NAPA-VALLEJO WASTE MANAGEMENT
AUTHORITY AGREEMENT NO. 2023-02**

THIS SECOND AMENDMENT TO AGREEMENT 2023-02 is made and entered into as of this 13th day of February 2025, by and between the Napa-Vallejo Waste Management Authority, hereinafter referred to as “AUTHORITY,” a joint powers agency organized under the laws of the State of California pursuant to Government Code section 6500 et seq., and Sonoma RSA, Inc. dba RSA+, a California Type S Corporation, hereinafter referred to as “CONSULTANT.” AUTHORITY and CONSULTANT will be referred to from time to time in this Amendment individually as “Party” and collectively as “Parties.”

RECITALS

WHEREAS, on July 14, 2022, the Parties entered into Agreement 2023-02 (“Agreement”) for engineering, architectural and related services to support design and construction of the Devlin Road Transfer Station C&D Building, Project No. 17810 (“Project”); and

WHEREAS, on May 9, 2024, the Parties entered into the First Amendment to the Agreement to extend the term to June 30, 2026, to provide support during construction of the Project, and to update CONSULTANT’s fee schedule; and

WHEREAS, the Agreement divides the Project into three phases, with each phase assigned a maximum compensation, and a maximum compensation set for the entire contract calculated by the sum of all three phases; and

WHEREAS, the Project is currently in Phase 3, and while there are still funds available in the first two phases, additional compensation is needed for Phase 3; and

WHEREAS, the Parties desire to remove the maximum compensation assigned to the three phases, which will allow CONSULTANT to continue work on Phase 3 without increasing the total maximum compensation established for the Agreement;

NOW, THEREFORE, in consideration of the recitals stated above and the mutual obligations of the Parties expressed herein, the Parties agree to amend the Agreement as follows:

TERMS

1. Section 3 of the Agreement is amended to read in full as follows:
3. **Compensation.**
 - (a) Rates. In consideration of CONSULTANT's fulfillment of the promised work, AUTHORITY shall pay CONSULTANT at the hourly labor rates set forth in Attachment 3 to Exhibit “A,” not to exceed the maximum amount set forth in

subparagraph (c). For services provided on or after July 1, 2024, AUTHORITY shall pay CONSULTANT at the hourly labor rates set forth in Exhibit "B," attached hereto and hereby incorporated by reference, not to exceed the maximum amount set forth in subparagraph (c).

(b) Expenses. Travel and other expenses will be reimbursed by AUTHORITY upon submission of an invoice in accordance with Paragraph 4 below at the rates and/or in accordance with the provisions set forth in Attachment 3 to Exhibit "A." For expenses incurred on or after July 1, 2024, travel and other expenses will be reimbursed by AUTHORITY upon submission of an invoice in accordance with Paragraph 4 below at the rates and/or in accordance with the provisions set forth in Exhibit "B."

(c) Maximum Amount. Notwithstanding subparagraphs (a) and (b), the maximum payments for professional services under this Agreement shall not exceed Two Million Two Hundred Twenty Thousand Dollars (\$2,220,000.00); provided, however, that such amount shall not be construed as a guaranteed sum, and compensation shall be based upon services actually rendered and reimbursable expenses actually incurred.

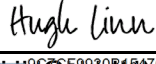
(d) Rate Adjustments. After December 31, 2024, AUTHORITY may increase the unit prices or hourly rates in Exhibit "B" upon approval of CONSULTANT's written request and justification as set forth in this subparagraph. Increases may only be made once per year in an amount not to exceed the increase in the Consumer Price Index for the San Francisco-Oakland-Hayward area for All Urban Customers (CPI-U) as published by the Bureau of Labor Statistics, or 5.0%, whichever is less, during the preceding one-year term. If the CPI-U is a negative number, then the unit prices shall not be adjusted for that year (the unit prices will not be decreased). A negative CPI-U shall be counted against any subsequent increases in the CPI-U when calculating the unit prices for later years. CONSULTANT's request and justification must include the amount of the requested adjustment, a description of the nature and magnitude of the increased costs impacting CONSULTANT, explain how the requested adjustment reflects such increased costs, and the proposed effective date of the price adjustment. AUTHORITY may only approve CONSULTANT's request in writing.

2. This Second Amendment represents all the changes to the Agreement agreed to by the Parties. No enforceable oral representations or other agreements have been made by the Parties except as specifically stated herein. All other provisions of the Agreement and prior amendments not addressed in this Second Amendment shall remain in full force and effect.

3. This Second Amendment may be executed in counterparts, which when taken together, shall constitute a single signed original as though all Parties had executed the same page.

IN WITNESS WHEREOF, this Second Amendment is executed by the AUTHORITY, by and through the Chair of its Board of Directors, and by CONSULTANT through its duly authorized officer(s).

SONOMA RSA, INC., dba RSA+

DocuSigned by:

 By: _____
 HUGH LINN, Principal and President

NAPA-VALLEJO WASTE MANAGEMENT
 AUTHORITY, a joint powers agency

By _____
 MARY LUROS, NVWMA Chair

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <u>Thomas C. Zeleny</u> Authority Counsel</p> <p>Date: <u>February 5, 2025</u></p>	<p>APPROVED BY THE AUTHORITY BOARD OF DIRECTORS</p> <p>Date: _____</p> <p>Processed By: _____</p> <p>Secretary of the Authority</p>	<p>ATTEST: MARIE NICHOLAS Secretary of the Authority</p> <p>By: _____</p>
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**Napa-Vallejo Waste
Management Authority
Board Agenda Letter**

Napa-Vallejo Waste Management Authority **Agenda Date:** 2/13/2025

File ID #: 25-117

TO: Napa-Vallejo Waste Management Authority Board of Directors
FROM: Chris Celsi, Executive Director
REPORT BY: Chris Celsi, Executive Director
SUBJECT: Executive Director's Report

RECOMMENDATION

Executive Director to report on Authority related activities.

EXECUTIVE SUMMARY

The Executive Director will report on recent activities relating to the Authority.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Executive Director will report on recent activities concerning the Authority.



Napa-Vallejo Waste Management Authority Board Agenda Letter

Napa-Vallejo Waste Management Authority Agenda Date: 2/13/2025

File ID #: 25-122

TO: Napa-Vallejo Waste Management Authority Board of Directors
FROM: Chris Celsi, Executive Director
REPORT BY: Chris Celsi, Executive Director
SUBJECT: Determination of Members' Calendar Year 2024 Waste Quantities

RECOMMENDATION

Approval of the Determination of the Members' 2024 Calendar Year Waste Quantities used to set the next Fiscal Year's weighted voting, as set forth in Section 8.3(c) of the Authority's Joint Powers Formation Agreement.

EXECUTIVE SUMMARY

Based on the requirements contained in Sections 8.3(c) and 8.5 of the Joint Exercise of Powers Agreement, the following voting percentages for Calendar Year 2024 have been determined.

Table with 2 columns: Entity Name and Percentage. Rows include City of Vallejo (50%), City of Napa (26%), City of American Canyon (8%), and County of Napa (16%).

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Based on the requirements contained in Sections 8.3(c) and 8.5 of the Joint Exercise of Powers Agreement (JPA), the following voting percentages for Fiscal Year 2024-25 have been determined: City of Vallejo 50%; City of Napa 26%; City of American Canyon 8% and the County of Napa 16%.

The Authority's Joint Powers Formation Agreement Section 8.3(c), states, "A majority vote of all of the Directors representing two thirds of the waste entering the Authority's Solid Waste facilities during the prior calendar year, as defined in Section 8.5, shall be necessary in order to approve any of the following:

- i. the construction budget for the Transfer Facility
- ii. the annual operating budget of the Authority in excess of debt service on Revenue Bonds and the payment to the transfer station operator;
- iii. the issuance, execution or delivery of Revenue Bonds;
- iv. any change in a budget exceeding 10% of the total amount of that budget;
- v. any amendment to or the termination of this Agreement;
- vi. voting rules regarding the approval of contracts between the Authority and any one or more Members (it being understood that all such contracts must be approved pursuant to rules adopted in this manner); and
- vii. the admission of an additional member or a substitute member including by means of assignment."

Section 8.5 Determination of Members' Calendar Year's Waste Quantities. "As part of the fiscal year budget setting process, the determination of the Members' prior calendar years' waste quantities shall be made and approved by the Authority's Board of Directors. The recorded waste tonnage quantities delivered to the Authority's Facilities from each of the Members' franchised solid waste collection companies for the prior calendar year of January 1 to December 31 shall be used to set the next Fiscal Year's weighted voting as described in Section 8.3(c)."

The attached table details the 2024 calendar year's waste tonnage delivered by the four members' franchisees and includes data from the two (2) prior calendar years for historical reference

Member Agency Franchise Hauler Input to Devlin Road Transfer Station

Calendar Year 2024

	Jan 2024	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec 2024	Total	% of
Vallejo	5,866	5,516	5,469	5,447	6,054	4,852	5,621	5,504	5,298	4,859	5,369	5,516	65,369	28%
City of Napa	2,938	2,786	2,728	2,896	3,030	2,656	2,932	3,050	2,768	3,003	1,538	2,885	33,212	14%
CAC	918	966	881	983	958	794	862	889	886	1,036	892	978	11,045	5%
County of Napa	1,472	1,784	1,457	1,716	1,788	1,715	1,735	1,834	1,677	1,706	2,681	1,644	21,210	9%
Other (self haul)	7,255	7,436	8,434	8,891	9,178	9,386	9,567	9,830	8,923	9,790	7,396	7,538	103,624	44%
Grand Total	18,450	18,487	18,970	19,934	21,008	19,403	20,717	21,106	19,552	20,394	17,877	18,560	234,459	
total tons frm b/u	21,716	21,683	22,632	24,308	25,682	23,710	25,046	25,658	23,936	24,911	21,362	21,984	169,090	
diff total vs members etc	3,266	22,632	3,662	4,373	4,674	4,307	4,329	4,552	4,384	4,517	3,485	3,424	67,605	302,064

Calendar Year 2023

Vallejo	5,997	4,978	6,120	4,993	5,781	5,530	5,262	5,621	5,294	5,393	5,372	5,285	65,627	28%
City of Napa	2,857	2,536	2,916	2,549	2,897	2,825	2,621	2,975	2,714	2,709	2,966	2,722	33,286	14%
CAC	1,023	917	996	900	1,085	1,040	964	1,223	1,051	977	787	865	11,827	5%
County of Napa	2,633	1,909	2,732	2,079	2,414	2,302	2,019	2,395	1,806	1,839	1,687	1,658	25,474	11%
Other (self haul)	6,473	6,772	6,950	8,522	8,184	8,951	8,448	8,894	8,443	8,512	7,667	7,043	94,856	41%
Grand Total	18,983	17,113	19,714	19,042	20,362	20,647	19,314	21,108	19,308	19,430	18,479	17,572	231,071	
total tons frm b/u	21,291	19,842	23,081	22,428	23,655	24,449	22,583	24,938	23,138	23,327	22,702	20,263	165,444	
diff total vs members etc	2,308	2,729	3,367	3,386	3,293	3,802	3,269	3,830	3,830	3,898	4,223	2,690	40,624	271,695

Calendar Year 2022

	Jan 2022	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec 2022	Total	% of
Vallejo	5,339	5,067	5,770	5,105	5,315	5,272	5,092	5,693	5,341	5,313	5,312	5,359	63,979	28%
City of Napa	2,653	2,469	2,790	2,672	2,864	2,903	2,738	3,102	2,828	2,601	2,746	2,653	33,020	15%
CAC	944	791	1,342	813	831	902	819	962	933	881	865	908	10,992	5%
County of Napa	2,184	1,908	1,997	1,341	1,535	1,331	1,375	1,830	1,346	2,065	1,971	2,024	20,907	9%
Other (self haul)	7,283	7,279	7,804	8,741	8,674	8,654	9,156	8,680	8,175	8,348	6,951	5,943	95,689	43%
Grand Total	18,404	17,515	19,702	18,671	19,219	19,063	19,181	20,267	18,624	19,209	17,845	16,888	224,586	
total tons frm b/u	21,513	20,262	23,431	22,106	22,199	22,363	22,265	23,595	21,886	22,125	20,526	19,362		
diff total vs members etc	3,109	2,747	3,728	3,435	2,980	3,300	3,084	3,328	3,262	2,916	2,681	2,475	37,046	261,632

Franchise Only		
Total	130,835	
% of Total	50%	50%
	26%	26%
	8%	8%
	16%	16%
	100%	100%

Franchise Only		
Total	136,215	
% of Total	48%	48%
	24%	24%
	9%	9%
	19%	19%
	100%	100%

Franchise Only		
Total	128,898	
% of Total	50%	50%
	26%	26%
	9%	9%
	15%	15%
	100%	100%



Napa-Vallejo Waste
Management Authority
Board Agenda Letter

Napa-Vallejo Waste Management Authority **Agenda Date:** 2/13/2025

File ID #: 25-119

TO: Napa-Vallejo Waste Management Authority Board of Directors
FROM: Chris Celsi, Executive Director
REPORT BY: Chris Celsi, Executive Director
SUBJECT: Reports from Jurisdictions

RECOMMENDATION

Reports of current information relevant to the Authority by the member jurisdictions:

EXECUTIVE SUMMARY

- i. Vallejo: Andrea Sorce
- ii. Napa City: Mary Luros
- iii. Napa County: Belia Ramos
- iv. American Canyon: Pierre Washington

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.



Napa-Vallejo Waste Management Authority Board Agenda Letter

Napa-Vallejo Waste Management Authority Agenda Date: 2/13/2025

File ID #: 25-121

TO: Napa-Vallejo Waste Management Authority Board of Directors
FROM: Chris Celsi, Executive Director
REPORT BY: Chris Celsi, Executive Director
SUBJECT: Changing the regular meeting schedule of the Board of Directors

RECOMMENDATION

REQUESTED ACTION: Discussion and possible action to amend the Authority Bylaws to change the meeting day to another day in the week, change the meeting time, or both.

EXECUTIVE SUMMARY

Section 4 of the Authority Bylaws specifies that regular meetings of the Board shall be held at 10:00 a.m. on the second Thursday of each month, with some exceptions for holiday weeks. This creates a scheduling conflict for some of the Directors.

This action requests the regular meeting date of the Board be changed to another day in the week, change the meeting time or both. Staff will amend the Bylaws to reflect a new meeting date agreed to by the Board and return next month with an amended meeting calendar.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No
Is it Mandatory or Discretionary? Discretionary
Discretionary Justification: A change in the meeting schedule is necessary accommodate the Directors schedule.
Consequences if not approved: The Authority may lack a quorum for some Board meetings.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed activity is not a project under the California

Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(5), as an organizational or administrative activity that will not result in direct or indirect physical changes in the environment, and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

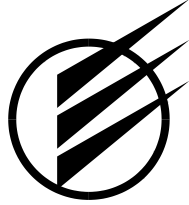
Section 4 of the Authority Bylaws specifies that regular meetings of the Board shall be held at 10:00 a.m. on the second Thursday of each month. If the meeting will occur in the same week as the New Year's holiday, the July 4 holiday, or Labor Day or Veteran's Day, the Bylaws indicate the meeting will be held on the third Thursday of that month.

To avoid scheduling conflicts, staff recommends changing the regular meeting schedule to hold meetings on another day of the second week, to change the meeting time to earlier or later in the day, or both. If the Board agrees on a new day or time for regular meetings, staff will finalize the amendment to the Bylaws and return next month with amended meeting calendar for approval. The recommended amendment to the Bylaws will be in the following form:

4. REGULAR MEETINGS: TIME AND LOCATION. Regular meetings of the Board shall be held on the second Thursday of each month, unless otherwise specified by the Board. If the meeting date in January, July, September or November falls in the same work week as a holiday for any member jurisdictions' employees, the regular meeting set for that date shall be continued to the next Thursday which is not a holiday, unless canceled altogether by action of the Board. Regular meetings shall commence at 10:00 a.m. and shall continue until all business is completed unless the Board determines by majority vote to continue all or some of the remaining items to a later meeting. The location of Regular meetings shall be as noted below, except that such locations may be changed for a given Regular meeting by the Chair or Executive Director with the approval of the Chair to any other location within the building specified below, without amendment of these Bylaws, as long as the new location is posted in writing on the door of the room noted below prior to and during the meeting.

MEETING LOCATION:

City of American Canyon
4381 Broadway, Suite 201
American Canyon, California 94503



NAPA-VALLEJO WASTE
MANAGEMENT AUTHORITY

RESOLUTION NO. 2025-04

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NAPA-VALLEJO WASTE MANAGEMENT AUTHORITY
AMENDING THE BYLAWS TO CHANGE THE
REGULAR MEETING SCHEDULE**

WHEREAS, the Board of Directors has adopted bylaws for the conduct of Authority business, pursuant to Section 8.1 of the Napa-Vallejo Waste Management Authority Joint Powers Agreement; and

WHEREAS, Section 4 of the Authority Bylaws indicates that regular meetings of the Board shall be held at 10:00 a.m. on the second Thursday of each month; and

WHEREAS, the Authority has three new Directors, not all of whom can conveniently attend Board meetings on the current date and time; and

WHEREAS, the Board desires to change the regular meeting schedule in the Bylaws to maximize the chance that all Directors are available;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors as follows:

1. Authority staff is directed to amend Section 4 of the Bylaws to revise the regular meeting schedule as follows:

4. REGULAR MEETINGS: TIME AND LOCATION. Regular meetings of the Board shall be held on the first / second / third / fourth Monday / Tuesday / Wednesday / Thursday / Friday of each month, unless otherwise specified by the Board. Regular meetings shall commence at _____ a.m. / p.m. and shall continue until all business is completed unless the Board determines by majority vote to continue all or some of the remaining items to a later meeting. The location of Regular meetings shall be as noted below, except that such locations may be changed for a given Regular meeting by the Chair or Executive Director with the approval of the Chair to any other location within the building specified below, without amendment of these Bylaws, as long as the new location is posted in writing on the door of the room noted below prior to and during the meeting.

MEETING LOCATION:

City of American Canyon
4381 Broadway, Suite 201
American Canyon, California 94503

2. Authority staff is further directed to return next month with an amended meeting calendar for the rest of 2025, for the Board’s consideration.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Directors of the Napa-Vallejo Waste Management Authority at a regular meeting held on the 13th day of February, 2025, by the following vote:

AYES: DIRECTORS _____

NOES: DIRECTORS _____
ABSTAIN: DIRECTORS _____
ABSENT: DIRECTORS _____

APPROVED AS TO FORM Office of County Counsel By: <u>Thomas C. Zeleny</u> Authority Counsel Date: <u>February 6, 2025</u> PL Doc. No. 126909	APPROVED BY THE AUTHORITY BOARD OF DIRECTORS Date: _____ Processed By: _____ _____ Secretary of the Authority	ATTEST: MARIE NICHOLAS Secretary of the Authority By: _____
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